Instructions for completing an Interpreter Invoice

The Interpreter Invoice is divided into three sections as described below. The interpreter must complete the first two sections when invoicing for services rendered. All fields are required unless indicated otherwise. The third section contains calculated totals. No information may be entered in this section. Please note that the invoice is designed for only one interpreter and one county per invoice.

Questions on how to complete an invoice may be directed to the Court Interpreter Program (CIP) at cipinvoice@courts.state.mn.us or (651) 297-5300.

The invoice can be found on our website at www.courts.state.mn.us/interpreters. The blank invoice must be downloaded and saved on a disk or your computer before you begin filling it out. You are encouraged to name the invoice something that identifies it with you or the county you worked for.

Instructions for filling out the invoice are as follows:

1. **Information about the interpreter**

   Invoice Number: This is an alphanumeric value assigned by the interpreter to identify a specific invoice. The Invoice Number can be all numeric, alpha or any combination of both. Each Invoice Number must be unique from previous invoices submitted by that interpreter. It is recommended that the interpreter simply increase the value of the previous invoice by one when submitting a new invoice. For example, the first invoice of 2004 might be 04-01, second invoice 04-02, etc.

   Name: This is the name of the **interpreter** who performed the service.

   Billing Address: The Billing Address should include the Address, City, State and Zip Code where payment should be made.

   Interpreter ID#: Each Court Interpreter will be assigned a unique Interpreter ID # by the CIP which will be used instead of a social security #. The unique Interpreter ID # will need to be used on every invoice beginning January 1st, 2004. If you do not know your Interpreter ID #, contact the CIP to obtain it.

   Agency: The name of the agency the interpreter worked for if applicable.

   Vendor Code: The vendor code assigned to the interpreter. If you don't have a vendor code contact the CIP to obtain it.

   Invoice Submission Date: Date the interpreter submitted the invoice to the county.

2. **Information about the service performed**

Date of Service: The date the service was performed. ==The Date of Service must be filled out for every assignment even if the assignments are on the same day.==

County: The county in which the service was performed. ==Satellite courts for Hennepin county have been added to the invoice: Hennepin – Southdale, Hennepin-Brookdale, Hennepin-Ridgedale, and Hennepin. The county must be filled out for every assignment even if the assignments are on the same day.== For satellite locations in other counties, please use just the county name.

Case Type: The type of case the interpreter worked on. For example: criminal, civil, juvenile. A drop down list is provided in the invoice to make your selection==. A case type of "no show" has been added for use when the person you were scheduled to interpret for did not show up.   NOTE: There is still an option of "cancelled" if the assignment has been cancelled by the court.==

Note: If you are submitting an invoice for a case that was cancelled, and no work was performed that day, you must enter a Case Type of Cancelled and enter the 2 hours in the Actual Daily Hours field.

Court File #:
This is the number that was assigned to the case. Court staff will be able to provide this number to the interpreter if it is not readily available. ==If the person you are interpreting for has more than 1 file, list multiple file numbers for the person in the same cell. (T1-00-0000, K1-00-0000, T2-00,0000) You may not be able to see it on the invoice due to the size of the invoice, but the database will be able to read it.==

Language: This is the language used by the interpreter for the case. A drop down list is provided in the invoice to make your selection.

==**Party**==**Type:** This field is used to identify the person for whom you interpreted. A drop down list is provided in the invoice to make your selection. ==These options have been added to the drop down list: parents, juror and no show.==

Important Note: If you work on multiple cases in a single day, the above information must be completed for every case. ==The billing information below is entered as a total for the day on the line of the last case worked on.== For example, if you worked on five cases in a single day for a single county, The Date of Service, County, Case Type, Court File Number, Language, Party type and Party Name needs to be completed for all 5 cases. The Payment Rate, Travel Hours, Actual Daily Hours (for the entire day) would be entered on the line for the fifth case only. (See the attached invoice for an example of submitting an invoice containing multiple cases on a single day) ==The invoice should not have any blank lines between dates of service.==

Payment Rate: If the service was performed on-site, this is the hourly rate for the service. If the service was performed over the phone, this is the per minute rate for telephone interpretation.

Travel Hours: This is the number of travel hours that are <u>approved</u> for reimbursement. If travel time is not reimbursable, no hours should be entered.

Actual Daily Hours: This is the actual time spent providing interpreter services in person. This time should be rounded to the nearest quarter hour and should reflect actual time.

If the time worked is less than 2 hours, enter your actual time, not 2 hours. In this scenario, you will be paid for two hours. You will see this calculation in the shaded fields.

Telephone Minutes: If the service was performed via the telephone instead of in person, enter the number of minutes in this column. If the service was performed on the telephone, the Travel Hours and Actual On-Site Hours columns must be blank.

Approved Overnight Expenses: If approved expenses were incurred, enter that amount here. The Court Administrator must have approved these expenses.

Please note that if you are entering more than one case on the invoice you may not skip a line between cases.

Party Name: This field has been added to list the name of the party for whom you interpreted.

3. **Calculated Fields**
   These fields are internally calculated totals and are protected so no data can be entered.